

Purchase Description

Technical Requirements for Wood Executive Office,
Conference Room/Casework Furniture and
Single Item Accent and Specialty Pieces

Intended use: Furniture shall be marketed for executive use. Furniture is intended for use by Government executives (or equivalent military rank) in the Executive, Judicial, Legislative Branches or Armed Forces of the Federal Government.

Minimum construction requirements: Furniture shall comply with one of the grades of construction/materials and one of the three design categories explained below. GSA assigns grades and design categories based on the information in the Construction Material Data (CMD) sheets provided with the offer.

The GSA National Furniture Center established a grading method to help customers identify the furniture construction/materials desired. The grading method consists of a grade for the casework chassis, and a separate grade for the drawers. In addition, the GSA National Furniture Center established three design categories to help our customers make a purchasing decision based on their needs and budget.

Grades of furniture construction/materials. Furniture lines and drawer construction in Grade 1 includes wood furniture that tends to be the most expensive of this group, and Grades 2, 3 and 4 wood furniture tends to be progressively more affordably priced when compared to Grade 1.

All pieces with a GSA Chassis Grade 1-3 shall have wood veneered or solid wood chassis and top (unless otherwise noted below). Design features such as leather, burl, veneer border, inlay, marquetry, stone, glass and metal accents are acceptable for all chassis grades. Leather, glass, marble/stone or solid surface tops are acceptable in lieu of wood tops in GSA Chassis grades 1 through 3. High-pressure laminate tops are acceptable only as an option in GSA Chassis grades 1 through 3.

If a particular line of furniture or drawer construction has properties which fall into different GSA Grades, the furniture line or drawer construction will be assigned a grade of the lowest property (e.g. if the edgeband thickness earns a grade 3, but the Base Rail construction earns a grade 2, the furniture will receive a GSA Chassis Grade 3).

GSA CHASSIS CONSTRUCTION GRADES				
Components	Grade 1 (solid)	Grade 1 (Veneer)	Grade 2 (Veneer)	Grade 3 (Veneer)
Exposed solid wood parts other than base rails	All solid species shall be the same. (except for decorative accents and inlays) [e.g. tops, end panels, drawer fronts.]	Same solid species as exposed veneers. (except for decorative accents and inlays) [e.g. edgebanding, panel molding.]	← Same as grade 1 (veneer)	Alternative solid wood species is permitted. [e.g. poplar, gum] Plastic is acceptable only for panel molding
Edgebanding thickness	N/A	Minimum 3 mm. [e.g. used on edges of tops, end panels.]	← Same as grade 1 (veneer)	Less than 3 mm thick edgeband (including Veneer band)
Base rails	Same solid species as other exposed parts on rest of case.	Same solid or veneer species as other exposed parts on rest of case.	Alternative solid or veneer wood species is permitted. [e.g. poplar, gum]	← Same as grade 2
Outside back material [e.g. credenzas, overhead storage units.]	Solid wood or veneered with same species as other exposed parts on rest of case	← Same as grade 1 (solid)	← Same as grade 1 (veneer)	Veneer, melamine, vinyl, printed surface over substrate or exposed core material
Visible interior material(s) [e.g. kneespaces, bookcase interiors, areas behind doors.]	Solid wood or veneered with same species as other exposed parts on rest of case	← Same as grade 1 (solid)	← Same as grade 1 (veneer)	Veneer, melamine, vinyl, or printed surface over substrate
Visible interior material(s) finish	Fully finished to match rest of case with same number of steps and procedures as exterior vertical panels	← Same as grade 1 (solid)	Finished to match rest of case and includes a lacquer/varnish topcoat.	Veneer is finished to blend with rest of case. Finish is not applicable to other materials.

GSA Chassis Grade (NA) Base/chassis/frame may be materials such as exposed brass, chrome, stainless steel, marble/stone. Top/shelves may be materials such as wood, wood veneered panel, glass, marble/stone, solid surface material. Materials such as high-pressure laminate, vinyl and printed surfaces are not acceptable except as noted on previous page.

GSA DRAWER CONSTRUCTION GRADES				
Components	Grade 1	Grade 2	Grade 3	Grade 4
Drawer Fronts	Solid wood, or veneered panel banded on the top and bottom edges with minimum 3 mm thick wood the same species wood as the face veneer	Veneered panel banded on the top with the same species wood or wood veneer as the face veneer; or veneered panel with exposed lumber core	Foil edgebanded, or finished engineered wood core material such as MDF	← Same as grade 3
Drawer sides and backs	Solid wood (excluding lauan)	Veneer core plywood/laminated construction. Top edges may have overlay material	Solid lauan, or composite wood core material such as MDF with the interior, and exterior faces having a hardwood veneer	Suitable wood or wood composite core with vinyl overlay, melamine overlay, foil overlay, or printed surface treatment
Drawer bottoms	Solid wood or veneer core plywood/laminate veneered in the same species as the drawer sides	← Same as grade 1	Solid wood or veneer core plywood/laminated construction	Vinyl overlay, melamine overlay, foil overlay, or printed surface treatment
Drawer suspension	File drawers shall have progressive drawer suspensions. All drawers shall have precision ball bearing drawer suspensions	← Same as grade 1	All drawers shall have precision ball bearing suspensions	← Same as grade 3

GSA Drawer Grade (NA) Drawers/drawer chassis may be alternative materials such metal. All drawer fronts shall be wood, marble/stone, or solid surface material.

Design categories:

- *Traditional. Encompasses styles such as Queen Anne, Georgian (such as Chippendale, Hepplewhite, Sheraton and Adam) and Neo-Classical.*
- *Transitional. Contemporary design with the influence of period styling without being heavy or bulky in appearance.*
- *Contemporary. Light, clean, simple geometric shapes, functional style that depends on good finish and design rather than ornamental decoration.*

Catalog Requirements. The contractor shall include the entire *Italics* text of the Grade of Furniture Construction/Materials and Design Categories sections of this document, in a prominent type face, at the beginning of the section in the contract catalog covering this furniture. In addition, each line or series of this furniture shall have the GSA grade designation and design category listed beside each line name/number both in the price list and the color brochure. For example, “Series 2000, GSA Grade (1), Traditional Design”.

Construction Material Data Sheet. All offerors are required to complete a Construction Material Data (CMD) sheet for each line or piece, if item is offered individually, of office furniture submitted. A blank copy of the CMD sheet is included at the end of this purchase description. If a line is offered in more than one wood species, a separate CMD sheet shall be completed for each wood species. The CMD sheet along with commercial brochures/catalogs will be used in determining the acceptability of lines/pieces offered and in determining which grade and design the furniture will be classified in.

Performance Testing. Products offered are required to meet the following industry standards or GSA test method in effect on the date of issuance of the solicitation. In addition, during the contract period, product manufactured must meet the applicable standards, in effect at the time of manufacture. If the test standard is revised during the term of the contract, the manufacturer will be required to retest in accordance with the new standard. Copies of the referenced documents may be obtained from the issuing organizations at the addresses shown.

If a dispute arises relating to testing, GSA reserves the right to determine whether a test is appropriate for the product offered.

Items that shall be tested. The following test requirements apply to all furniture lines being offered for all construction grades. Untested furniture lines and bookcases currently under contract, shall be tested and certifications provided to the contracting officer by November 1, 2000. Individual new pieces, that are additions to these existing untested lines of furniture already on contract, may be offered without testing until the entire line is required to be tested.

- **Casegood** items such as desks and credenzas shall meet all applicable test sections in the most current edition ANSI X5.5 (Desk Product Test). One representative worst case item (e.g. the largest item offered, item with largest drawers, item with most drawers) shall be tested from each line of furniture, provided all of the other pieces in the line have the same construction, materials and drawer suspensions. If other pieces in the line have different model drawer suspensions or different construction, they must be tested as well. For example, if you are offering furniture line XYZ that is made up of various sizes of double pedestal desks, L-unit work stations and credenzas, that all have the same model box and file drawer suspensions and the same construction, only the largest single pedestal desk would have to be tested.
- **Lateral File Cabinets** shall meet all applicable test sections in the most current edition of ANSI X5.2 (Lateral File Tests). One representative worst case item (the widest unit with the greatest number of drawers offered) shall be tested from each line of furniture, provided all of the other lateral files in the line have the same construction, materials and drawer suspensions. If other lateral files in the line have different model drawer suspensions or different construction, they must be tested as well.
- **Work Tables/Table Desks** shall meet all applicable test sections in the most current edition of ANSI X5.5 (Desk Product Test). One representative worst case item (the largest item offered) shall be tested from each line of furniture, provided all of the other work tables/table desks in the line have the same construction, materials and drawer suspensions. If other work tables/table desks in the line have different model drawer suspensions or different construction, they must be tested as well.
- **Oblong Conference Room Tables** shall meet all applicable test sections in the most current edition ANSI X5.5 (Desk Product Test). One representative worst case table offered (the table(s) with the longest span between supports) shall be tested from each line of furniture, provided all of the other oblong tables in the line have the same construction and materials. If oblong tables in the line have different base designs (leg, panel etc.), each base design must be tested as well. If an oblong table line is offered with different shape tops, (rectangular, oval, race track, boat) only one of the top shapes needs to be tested.
- **Round Conference Room Tables** shall meet all applicable test sections in the most current edition ANSI X5.5 (Desk Product Test). One representative worst case table offered (the table with the largest diameter, shall be tested from each line of furniture, provided all of the other round tables in the line have the same construction and materials. If round tables in the line have different base designs (leg, pedestal etc.), each base design shall be tested as well.
- **Bookcases** shall comply with the following tests. One representative worst case item (the widest unit with the greatest number of shelves offered) shall be tested from each line of furniture, provided all of the other bookcases in the line have the same construction, materials and shelf support method. If bookcases that are structurally the same are offered in multiple lines with only changes in trim, only one version is required to be tested.

Bookcase shelf static load deflection test.

Preparation: Place complete bookcase on a flat, level surface. Install shelves in bookcase, evenly spaced top to bottom. Place a 9 kg mass on both ends of each shelf for 5 minutes to ensure that the shelf supports are fully engaged. Remove these masses. Place dial indicators or equivalent measuring devices at the front edge of the bookcase top panel and each shelf. Take initial readings.

Test: Apply an evenly distributed, 0.58 N per mm, non-rigid mass on the bookcase top panel and each shelf at the same time. Maintain forces for 30 minutes. Record deflections with masses in place. Remove masses.

Acceptance level: Maximum deflection for the top and each shelf while masses are in place: 0.005 mm per mm of shelf/top length. End panels shall not bow while masses are in place. Structural damage to the case, shelves or shelf supports that affect serviceability or could cause personal injury to the user is not acceptable. Before and after testing, shelves and top shall have a maximum sag or warp of 0.001 mm/mm of panel length/width. (Example: 0.001 mm x 1000 mm length = 1 mm sag or warp.)

Bookcase drop test.

Preparation: Place bookcase on a bare, level concrete floor. Ensure that bookcase is sitting evenly on all four glides.

Test. Raise one end of bookcase 150 mm and support with blocks. Pull blocks out, permitting bookcase to free fall to the concrete floor. Repeat test for other end of the bookcase.

Acceptance level. Carefully examine bookcase after testing is completed. There shall be no broken joints, loose mechanical attachments, or other structural damage that affect serviceability or could cause personal injury to the user.

Test Reporting and Certification Requirements. Manufacturers must provide a test certification stating that the products offered have been tested and have passed the applicable test requirements. The certification must be included with the offer. The manufacturer shall retain test reports used as the basis for the certification for the term of the contract. GSA reserves the right to request copies of test reports at any time prior to contract award or during the course of the contract. Failure to provide test reports may result in rejection of the offer or termination of the contract.

As a minimum, the test certification shall be submitted on company letterhead and shall include the following information:

- The manufacturer's name and model number of the item tested, or if appropriate, the product line tested.
- Date or range of dates that the test(s) were performed.
- A statement that testing and certification apply to the product offered and that products offered meet all applicable test requirements.
- Signature, date, and title of the company official accepting technical responsibility for testing.

Age of Tests and Test Certifications. Test certifications must be current and based on performance test reports not more than three years old at time of submittal of offer. All performance test reports and certifications must be updated when they are five years old, when performance test method is revised, or if any product changes occur during the five-year period. It is the supplier's responsibility to track the age of test results and test certifications. When the five year age limit is approaching, the supplier shall retest and recertify his products and provide the certifications to the contracting officer so that by the five year mark, acceptable test certifications will be in place.

If the manufacturer is ISO 9001 registered and the tests were performed while the manufacturer was ISO 9001 registered, performance tests are valid for the term of the contract unless changes have been made to the product or test standard. A copy of the offeror's ISO 9001 registration showing compliance must be submitted with the reports/certifications. Manufacturers that become registered during the term of the contract must complete one successful test sequence after the registration.

Product changes include changes to the construction/design. Changes in materials and hardware (except drawer suspensions) are acceptable without additional testing provided they continue to meet the same specifications as those used on the unit that was tested.

For example if the furniture manufacturer changed particleboard suppliers but the new particleboard still had the same density and met the same performance requirements as the original product, the unit would not need to be retested. If however, the panel material was changed from veneer core to particleboard core plywood, the representative unit would have to be retested. If drawer suspensions are changed, the representative unit would have to be retested regardless of what the performance characteristics of the new drawer suspensions are. Whenever a unit is to be retested a new test certification shall be submitted to the contracting officer.

Who may perform tests. Tests shall either be performed "in house" by the furniture manufacturer or shall be performed by an independent test lab. We encourage furniture manufacturers making offers under this solicitation to become ISO 9000 certified. ISO documents may be obtained from the American National Standards Institute, 11 West 42nd Street, New York, New York 10036, (212) 642-4900.

Material Data Sheet for Wood Executive Office and Conference Room Furniture

TO BE COMPLETED FOR ALL OFFERED LINES (OR SINGLE PIECES IF OFFERED SEPARATELY AS AN ACCENT OR SPECIALTY ITEM). If a line is offered in more than one wood species, a separate material data sheet must be completed for each.

If an offeror offers only conference room furniture with no drawers, it is not necessary to complete the drawer portion of the material data sheet.

If a line is offered in more than one species, a separate check list must be completed for each.

Solicitation number: _____

Offeror's Name _____ Date: _____

Furniture manufacturer's name (if different from offeror): _____

Name (or number) of line offered: _____

Design (Traditional (A), Transitional (B), Contemporary (C)): _____

Chassis Construction

- Overall case construction Material: ☐ Solid
☐ Veneered panel with suitable core
☐ Other _____
- If solid construction, specify each solid wood species used for exposed parts, and where they are used: _____

- If veneered panel construction, specify each face veneer species used for exposed parts (e.g. Oak, Walnut, Cherry) and where they are used: _____

- If veneered panel construction, specify core material used:
☐ Particleboard, ☐ MDF, ☐ Lumber core, ☐ Veneer Core, ☐ Other _____
- If veneered panel construction, top edgeband species: _____
 Top Edgeband Thickness: _____
- If veneered panel construction, end panel edgeband species: _____
 End panel edgeband Thickness: _____
- Panel molding material (when used) (e.g. wood, plastic): _____
- If panel molding is wood, indicate species used (e.g. oak, walnut, cherry): _____
- Base rail construction (solid wood or wood veneered): _____
- Exposed base rail Species: _____

- Veneer species, solid species, melamine or printed surface used in:
 Kneespace end panels: _____
 Kneespace modesty (interior face) panel: _____
 Bookcase end panels (interior face): _____
 Bookcase back panel (interior face): _____
 Cabinet end panels (behind doors): _____
 Cabinet back panel (behind doors): _____
 Exterior face of back panel: _____
- Wood Finish in cabinet interiors (behind doors) or other interiors if unit does not have doors:
 - ☐ Same steps and procedures as Vertical Exterior Panels
 - ☐ Stained and finished with lacquer/varnish top coat to match finish on rest of case
 - ☐ Finished without top coat
 - ☐ Other: _____

Drawer Construction

Drawer Front

- Drawer front species (solid wood or exposed veneer): _____
- Top edge material of drawer front (solid wood drawer front, wood edgeband, exposed lumber core, veneer, foil, finished/printed MDF, or P.V.C. edgeband): _____
- Bottom edge material of drawer front (solid wood drawer front, wood edgeband, exposed lumber core, veneer, foil, finished/printed MDF, or P.V.C. edgeband): _____
- Species of drawer front top and bottom edgeband or species of exposed core(if wood or wood veneer): _____

Drawer Sides and Back

- Drawer side and back material (solid, veneer core plywood, laminated wood veneer, MDF core, particleboard core): _____
- Drawer side and back overlay if not solid wood(e.g. veneer, vinyl, printed): _____
- Drawer side and back solid or face veneer species (if solid wood or veneer faced construction): _____
- Drawer bottom material (solid wood, veneer core plywood, MDF core, particleboard core): _____

Drawer Bottom

- Drawer bottom overlay if not solid wood (e.g. veneer, vinyl, printed): _____
- Drawer bottom solid or face veneer species (if solid wood, or veneer faced construction): _____

Drawer Suspensions

Drawer suspension type (precision ball bearing, steel side guide, etc.): _____

- File drawer suspension (progressive, non-progressive): _____